



# Department of Health

## INVITATION TO TENDER FOR THE PROVISION OF: THE COLLEGE OF SOCIAL WORK LEGACY PROJECTS

Deadline: **07/09/15 – 14:00:00**

ITT Reference: **59955**

**PART B** – Tender Schedules  
(To be returned by Tenderers)

## Schedule One: Specification

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### 1. INTRODUCTION

#### A. BACKGROUND

The current supplier of the services contained within this tender is the College of Social Work (TCSW). The College of Social Work (TCSW) is a company limited by guarantee with charitable status. It was established following recommendations of the Social Work Task Force in 2009<sup>1</sup> to be the custodian of high professional standards and be a strong voice for the profession. TCSW decided to close on 30 September 2015. TCSW statement on closure can be accessed at:

<http://www.tcsw.org.uk/membership/>

More detail on TCSW can be found on its website: <http://www.tcsw.org.uk>

The Department (hereinafter referred to as “the Authority” or “DH”) is keen to make sure that the legacy of TCSW is secured and retained, and that the essential programmes and products remain available to the social work sector. In this regard, arrangements have been made to ensure that there is a smooth and safe transition of Government funded services and information, some of which are being put in place is through this tendering process.

This tender is for four distinct services described below, with all other areas being taken forward in a different manner.

The contract will be between the Authority and the Contractor. Contractors should note that the Department is contracting on behalf of the Department of Education in respect of Host the Principal Social Worker Network (PSW) (Children and Families) and jointly with DFE on Host on a website various publications that were commissioned by the Department of Health and Department for Education.

#### B. EXECUTIVE SUMMARY

This tender is for four specific existing services and the period of the proposed Contract is two years. The services are:

- Hosting on a website various publications that were commissioned by Government (as indicated above, this service will be provided for the benefit of both the Department of Health and the Department of Education);
- Hosting the Principal Social Worker (PSW) Network (Adults);
- Hosting the Principal Social Worker Network (PSW) (Children and Families); (as indicated above, the Department is contracting on behalf of the Department of Education in relation to this service) and

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<sup>1</sup> [http://webarchive.nationalarchives.gov.uk/+www.dh.gov.uk/en/socialcare/DH\\_098322](http://webarchive.nationalarchives.gov.uk/+www.dh.gov.uk/en/socialcare/DH_098322)

- Certification of the Assessed and Supported Year in Employment (ASYE) (adults)

Though the implementation timescales are short, it is very important that these services are provided and available to the sector, ensuring continuity of services with minimal/no disruption.

- The website hosting is important as these documents represent up to date best practice and curricula guides for a range of subjects;
- The PSW networks are a vital mechanism for communication between the Chief Social Workers and PSWs; and
- ASYE Certification remains an important way of demonstrating successful completion of the ASYE.

## 2. THE REQUIREMENT

There are four specific services that are included within this tender. The successful tenderer will be required to:

- Host on a website various publications that were commissioned by the Department of Health and Department for Education. This service is required on behalf of both Departments;
- Host the Principal Social Worker (PSW) Network (Adults) on behalf of the Department of Health;
- Host the Principal Social Worker Network (PSW) (Children and Families) on behalf of the Department for Education; and
- Provide Certification services of the Assessed and Supported Year in Employment (ASYE) (adults) on behalf of the Department for Health.

A. **Hosting on a website various publications that were commissioned by Government:**

This will include social worker continuing professional development (CPD) materials, best practice guidance, curricula guides that the Government wants to remain available to the social work sector. The Contractor will be required to ensure that the documents are easily accessible on the website and organised in a logical manner. Updating of these documents is out of scope for this tender. The Contractor will be responsible for

- Placing the documents on the website;
- Communicating in an accurate manner the location of the documents; and
- Providing on the website a short narrative explaining the content of the documents.

The Contractor will need to demonstrate how they will communicate the location of these documents.

The documents will be provided by the Department of Health and are in PDF, word or excel format Refer to 'annex B – publications' for full list of the documents. The Department of Health must at all times retain ownership of the content of the website.

All website functionality must be designed and delivered in a way that ensures that the security of information shared with the site is safeguarded, and that Cabinet Office Guidance on the handling of data is complied with. The Department of Health reserves the right to commission a full security review of the website at any time to verify this and the Contractor will be required to correct promptly any deficiencies identified as a result of any such review within contract costs.

**B. Hosting the Principal Social Worker Network (Adults):**

The purpose of the network is to allow the Chief Social Workers to have two way dialogue with the Principal Social Workers (PSWs) and to allow PSWs to share information and provide support to each other. The key role is to arrange the network meetings with various supporting administrative tasks. The Contractor will be responsible for and not limited to:

- Maintaining a membership list of the participants, ,
- Arranging the network meetings and annual conference;
- Liaison with the Office of the Chief Social Workers on the content of the meetings;
- Strategic input into the running of the network, including establishing a rolling work programme.

Within TCSW, this role was carried out by qualified social workers with administrative support and senior management oversight. The PSW Network meetings take place quarterly and there are approximately 150 members of each network, representing each Council with Social Services responsibilities. Where changes to membership occur, the departing PSW will provide contact details for their replacement. The Contractor will recommend an agenda to both the Chair of the network and Chief Social Worker. The Department of Health will provide minutes of previous meetings and the membership list.

**C. Hosting the Principal Social Worker Network (Children and Families):**

This network has the same purpose as The PSW network for Adults but for Children and Families and will be provided on behalf of the Department for Education. The key role is to arrange the network meetings with various supporting administrative tasks. The Contractor will be responsible for and not limited to:

- Maintaining a membership list of the participants, ,
- Arranging the network meetings and annual conference;
- Liaison with the Office of the Chief Social Workers on the content of the meetings;

- Strategic input into the running of the network, including establishing a rolling work programme.

Within TCSW, this role was carried out by qualified social workers with administrative support and senior management oversight. The PSW Network meetings take place quarterly and there are approximately 150 members of each network, representing each Council with Social Services responsibilities. Where changes to membership occur, the departing PSW will provide contact details for their replacement. The Contractor will recommend an agenda to both the Chair of the network and Chief Social Worker. The Department of Health will provide minutes of previous meetings and the membership list.

**D. Certification of the Assessed and Supported Year in Employment (ASYE) (adults):**

The purpose of this function is to allow newly qualified adult social workers who have successfully completed their ASYE to be able to demonstrate this, should they change jobs. Issuing certificates to social workers who have successfully completed their ASYE involves:

- Receiving notification from their employer that they have successfully completed the ASYE;
- Providing certificates to successful candidates on receipt of this notification and confirmation;
- Maintaining a record of all those who have successfully completed the ASYE who have received their certificates; and
- Responding to a range of inquiries from social workers and employers about the process, the funding, assessment and appeals.

The onus is on the Employer to provide the evidence to generate a certificate and the Contractor may wish to seek additional evidence from the employer, where it feels insufficient evidence has been presented.

The Department of Health will provide a copy of the TCSW process note and up to date spreadsheet of social workers who have received certificates. There is no current certificate template available – the Contractor will be able to devise a format for the certification that meets the needs of the individual social workers and employers.

### **3. MANAGEMENT**

The Contractor shall nominate a manager, (the contractor's representative), to take responsibility for performance of the contract and to authorise all actions necessary in relation to such performance. Similarly, the department shall appoint an officer, (the department's representative), to act on behalf of the secretary of state in respect of the contract.

#### **4. PERFORMANCE STANDARDS**

Key Performance Indicators shall apply to the contractor's work. The Contractor is invited to propose KPIs to monitor their own performance under this contract.

The Contractor will be required to develop robust reporting mechanisms to provide the contract manager with quarterly information on the contractor's performance under this contract including:

- Time taken to respond to requests for information;
- Availability of hosted documents (and how many web hits they have received)
- Feedback on hosting of the PSW network meetings (Adults, Children and Families)  
Response times for accurate provision of AYSE Certification
- Other measures offered by the contractor; and
- Other measures as may be reasonably requested by the Department.

The Contractor's contract manager will meet quarterly with the Department's Contract manager to review the performance of the contractor.

#### **5. IMPLEMENTATION AND TIMETABLE**

The Contract will begin on 1 October 2015. The Contractor should propose an Implementation Plan and project manage implementation to ensure delivery by the due date, which will be approved by the Department of Health. The Plan should include a clear indication of any assistance required from the Department of Health, and should allow a reasonable timescale for such assistance.

This contract is for an initial two years in length, with the Contract end date being the 30th September 2017. However the Authority reserves the right to extend the contract subject to agreement by both parties for a period of one year, subject to funding and approval.

Payments will be linked to receipt of performance reports.

#### **6. SKILLS AND KNOWLEDGE TRANSFER**

Skills and Knowledge and skills should be transferred by lessons learned sessions between DH and the Contractor.

#### **7. FURTHER INFORMATION**

## Schedule One (a): Tenderer Response

See accompanying template questions for completion and return.

## Schedule Two: Pricing Schedule

### 1. GENERAL INSTRUCTIONS

- 1.1 The rates contained within the Pricing Schedule are, unless otherwise expressly agreed between the parties, firm.
- 1.2 The rates entered shall be deemed to include complete provision for full compliance with the requirements of the Contract.
- 1.3 The rates exclude VAT.
- 1.4 The rates entered in the Pricing Schedule shall include all travel and subsistence costs.
- 1.5 Tenderers must include in the pricing schedules any discounts or any reduced pricing they are proposing to offer to the Authority in delivery of this requirement.
  
- 1.6 See accompanying Schedule Two template for completion of pricing proposals and return to the Authority.

### 2. SCHEDULE OF PAYMENTS

- 2.1 The Authority requires Tenderers to competitively tender against the requirements of the Specification. Payments to the Contractor for service delivery will be in accordance with the terms and conditions.
- 2.2 Milestone payments (as identified in the Pricing Schedule) are made once the Authority is satisfied of completion and on receipt of a valid invoice. Non-milestone payments will be made monthly in arrears.

## Schedule Three: Contract Monitoring

### 1. GENERAL INSTRUCTIONS

- 1.1. Tenderers will be required to complete all the information requested in the following section once the contract is awarded. Any supporting documents (e.g. implementation plans etc.) will need to be clearly referenced back to the appropriate section.

### 2. REPRESENTATIVES

- 2.1. Name of Authority's Contract Representative(s): Keith Wright
- 2.2. Name of Contractor's Representative(s): [Tenderer to complete]

### **3. DELIVERABLES**

- 3.1. List of deliverables, outputs and reports Contractor is to supply:
  - Business plan/work programme
  - Quarterly performance reports (to include exemption reporting for not meeting the KPIs, and activity levels);
  - Monthly Expenditure reports;
  - Annual report
  
- 3.2. Period(s) over which each deliverable, output and report is to be supplied
  - Monthly expenditure report
  - Quarterly Performance report
  - Annual report
  
- 3.3. Information requirements:
  - Expenditure: actual and forecast
  - Staffing structure including key personnel
  - PSW: Dates and attendance level of PSW network and conference
  - ASYE: numbers of applications for certificates and number of certificates applied for; numbers of validation requests and passes;
  - Number of website hits

### **4. MEETINGS**

- 4.1. Frequency of contract management meetings: Quarterly
- 4.2. Location of contract management meetings: Quarry House, Leeds
- 4.3. Checking performance against anticipated plan: Quarterly

### **5. REMEDIES**

- 5.1. Remedies for below par performance:

Performance will be monitored as part of routine contact compliance and reviewed by the Authority. Remedial action will be followed through and monitored according to a plan agreed by the Authority Contract Manager and the Contractor's Contract Manager.

## **Schedule Four: Confidential & Commercially Sensitive Information**

See accompanying template for (identification of the confidential & commercially sensitive information) completion and return to the Authority.

## **Schedule Five: Administrative Instructions**

See accompanying template for (Administrative Instructions) completion and return to the Authority.

## **Schedule Six: Form of Tender**

See accompanying template for (Form of Tender) completion and return to the Authority.

## **Appendix A Sub-Contractors**

See accompanying template for (Sub-Contractor information) completion and return to the Authority.

## **Appendix B Parent Company Guarantee**

See accompanying template for (Parent Company Guarantee information) completion and return to the Authority.